

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.

R398060

2. Reason for Submission

☐ Redescription
☐ Reestablishment

☐ New
☐ Other

3. Service

☐ Hdqtrs. ☒ Field

4. Employing Office Location

Twin Cities, MN

5. Duty Station

6. OPM Certification No.

Explanation (Show any positions replaced)

7. Fair Labor Standards Act

☒ Exempt ☐ Nonexempt

8. Financial Statements Required

☐ Executive Personnel Financial Disclosure ☐ Employment and Financial Interests

9. Subject to IA Action

☒ Yes ☐ No

10. Position Status

☒ Competitive
☐ Excepted (Specify in Remarks)
☐ SES (Gen.) ☐ SES (CR)

11. Position Is:

☐ Supervisory
☐ Managerial
☒ Neither

12. Sensitivity

☒ 1-Non-Sensitive ☐ 3-Critical Sensitive
☐ 2-Noncritical Sensitive ☐ 4-Special Sensitive

13. Competitive Level Code

14. Agency Use

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. U.S. Office of Personnel Management						
b. Department, Agency or Establishment						
c. Second Level Review						
d. First Level Review	Park Ranger	GS	025	9	PM	4/22/98
e. Recommended by Supervisor or Initiating Office	Park Ranger	GS	0025	9		

16. Organizational Title of Position (if different from official title)

17. Name of Employee (if vacant, specify)

18. Department, Agency, or Establishment
Department of the Interior

c. Third Subdivision

a. First Subdivision
U. S. Fish and Wildlife Service

d. Fourth Subdivision

b. Second Subdivision
Region 3

e. Fifth Subdivision

19. Employee Review—This is an accurate description of the major duties and responsibilities of my position.

Signature of Employee (optional)

Supervisory Certification. I certify that this is an accurate statement of major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the

knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)

Signature

Date

Signature

Date

21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

22. Position Classification Standards Used in Classifying/Grading Position

Standard Position Description R398060

Park Ranger Series, GS-025 HRCD-4, 12/97

Typed Name and Title of Official Taking Action

Robb Morin
Personnel Officer

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

Signature

Date

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks

Full Performance Level _____

Supervisor Copy

Employee copy

OPF(L) Copy

Classification Copy

25. Description of Major Duties and Responsibilities (See Attached)

Park Ranger, GS-025-9

A. Major Duties:

Incumbent serves as a Park Ranger on a National Wildlife Refuge or Wetland Management District, with responsibilities for the coordination and day to day operational responsibilities for the station's public use program. Work is primarily directed towards providing the public with safe, accessible, and enjoyable wildlife dependent recreation including hunting, fishing, wildlife observation and photography, environmental education and interpretation.

Duties Includes:

- Plans, implements, operates, and evaluates the refuges public use program in the areas of interpretation, environmental education, and wildlife dependent recreation, within the intent and scope of applicable law and policy.
- Develops programs and budgets for public use programs based on public demand, Service policy, and station objectives.
- Plans, prepares and presents information, educational and interpretive programs concerning Refuge and Service management activities to a wide range of audiences, and groups.
- Conducts tours for special interest groups.
- Conceives, researches and writes information pamphlets and publications for refuge visitors.
- Develops, updates, and implements stations signs plans, hunting and fishing plans, and other station public use program management documents.
- Works closely with State Departments of Natural Resources, and local schools in coordinating environmental education projects and programs.
- Recruits, supervises and manages all aspects of the Station's Volunteer Program, including preparing job descriptions, interview and placement, reporting and recognition.
- Compiles and submits Refuge public use database information into the Service's RMIS or other database systems.
- Serves as Service day to day contact to cooperating associations, Friends Groups, or other partners in the delivery of improved visitor services.
- Prepares news releases, and other written documents for media and outside use.
- Supervises interns, seasonal, or other entry level public use staffs.
- Employee may be trained and authorized to enforce Federal laws and regulations pertaining to public use and resource protection of National Wildlife Refuges.

B. Factors:

1. Knowledge Required by the Position:

- Knowledge of the principles and techniques of biology, forestry, fish and wildlife conservation, the environment and natural resource management in order to effectively convey biological subject matter to the public, and to minimize visitor impacts to natural resources.

- Highly developed skill in oral communication to conduct tours, make presentations and supervise and evaluate presentations by volunteers, interns or other public use staffs.
- Skill in interpretive writing and editing.
- Knowledge of Service environmental education program philosophy and style to plan and implement refuge environmental education programs.
- Skill in the collection, analysis, and evaluation of public use data, visitor interest trends, and field station resources and capabilities to plan and develop efficient public use programs.
- Skill in developing and operating audiovisual programs and equipment to write script and select illustrative material in the development of programs, and to give audiovisual presentations.
- Skill in basic design and layout to develop or procure refuge brochures, signs, and displays.
- Knowledge of the Refuge, the Refuge System, and its goals and operations along with knowledge of local history, customs, and people to develop a program which meets local demand for outdoor recreation while furthering the objectives of the refuge.
- Skill in operating motorized vehicles.
- Knowledge of public and media outreach tools and techniques, and the ability to identify audiences, messages and appropriate communication techniques.

2. Supervisory Controls:

Employee is supervised by the project leader, primary assistant manager, or supervisory Park Ranger who provide assignments in terms of major objectives, critical deadlines, and the overall nature of expected results. The incumbent is expected to develop and administer seasonal plans within this framework. Incumbent selects, applies, and adapts a broad range of standard procedures, or develops new methods, in performing specific assignments. The supervisor reviews work plans in detail and provides guidance on all unusual or controversial matters. Completed work is reviewed for overall adequacy, consistency and correlation with related activities, programs, and objectives.

3. Guidelines:

Generally applicable guidelines are available in the form of station management plans, Service Manuals and Handbooks. Incumbent uses judgement to select and adapt from alternative methods or approaches which appear to be appropriate to the existing situation. When unexpected and unusual conditions or work situations are encountered which might engender significant controversy, the incumbent discusses proposed actions with supervisor before implementation

4. Complexity:

Incumbent plans, implements, and evaluates recreation, interpretation, and environmental education programs at a wildlife refuge using a wide variety of standard methods and procedures. Incumbent must consider refuge objectives and resources, subject matter, and local demand for recreation in developing specific programs. Incumbent must also consider these factors as they

pertain to adherence to the Refuge System mission and goals. Work requires accurate assessment of recreation resource and public use data, a high degree of creativity and sound judgement in developing effective programs, and knowledge of a broad variety of interpretive techniques.

5. Scope and Effect:

The purpose of the work is to develop and coordinate the wildlife dependent recreation resources at a wildlife refuge while insuring the outdoor environment is protected and enhanced, and to communicate information on refuge features and programs in order to increase refuge activities. Work affects the public image of the refuge, as well as of the Fish and Wildlife Service. Employee's close contact with community groups, schools, and other institutions and state agencies affects the professional image of the Service as a natural resource agency.

6. Personal Contacts:

Contacts are with community, State and Federal agencies, refuge staff, Regional Office, other Fish and Wildlife Personnel, private design firms, and the general public.

7. Purpose of Contacts:

Contacts with other refuge employees will be necessary to plan refuge public use programs and to effect program operation and maintenance. Contact with other institutions and agencies will relate to disseminating information about the refuge and the Fish and Wildlife Service, or to offer technical assistance relating to public programs and communications. Contact with the general public will concern information dissemination about the refuge and the Service, and control of public access and activities on refuge land. Incumbent may also represent the Refuge to media or other local officials on matters pertaining to visitor use and ongoing management efforts.

8. Physical Demands:

The work requires some physical exertion such as walking over wet, rough, uneven or rocky terrain; bending, crouching, stooping, stretching, reaching, lifting, or similar activities. The work requires average agility and dexterity.

9. Work Environment:

The job requires both office and outdoor work. The office is adequately lighted, heated, and ventilated. Temperature and weather extremes may be encountered in the performance of the outdoor work. The incumbent is expected to conduct duties in a safe and orderly manner so as not to endanger self, fellow workers, or property with which entrusted. A condition of employment is the wearing of the official U.S. Fish and Wildlife Service uniform in a manner prescribed in the Service Manual. Incumbent is required to obtain and properly wear uniform components within Class B and C.